

# Study Abroad Italy

## Visa Application Procedure

**You will need a passport in order to apply for your visa.** If you do not have one, please apply immediately and pay to expedite the passport application.

**Students residing (using permanent or school address) within these areas:**

Chicago (CO, IL, IA, KS, MN, MO, NE, ND, SD, WI, WY)

Los Angeles (AZ, Southern CA, NM, NV)

New York (CT, NJ, NY)

**You will be applying directly to the Italian Consulate within your jurisdiction** (or at one of the Peripheral, Honorary, or Vice-Consular Offices)

**You can submit your visa application to the Consulate within your jurisdiction 90 days prior to the start of the program and not less than 30 days. Please note their specific requirements and apply directly to the consulate in your jurisdiction. Incomplete applications will not be processed. Students without a visa may be unable to attend school in Italy.** Questions should be directed to the Visa Coordinator at Study Abroad Italy: [visas@studyabroaditaly.com](mailto:visas@studyabroaditaly.com)

**If you will be attending multiple sessions,** be sure to notify SAI's California office of your plans as soon as possible. Obtaining a visa for your entire period of study requires that you submit a program application and the required deposits and fees for all terms so acceptance letters may be issued for the full period of study and can then be submitted to the Italian Consulate. You must apply for the full period of study before you depart as it is not possible to obtain a student visa or to extend a student visa while in Italy.

**Please keep in mind that SAI will assist you by providing the necessary documents (letter of enrollment, a letter of acceptance from the Italian institution, insurance letter and your course schedule) and as much information about the visa application as possible. However, it is ultimately the responsibility of the student to verify the requirements and to obtain his/her student visa, as consulates may change student visa requirements at any time. Italian Consulates have the full authority to evaluate and request additional documentation, if deemed necessary, in addition to what is submitted. Submitting all required documentation does NOT guarantee the issuance of any particular visa. SAI cannot guarantee that any of this information has not changed or will not change.**

The Italian Consulates issue student visas only for the duration of your period of study in Italy. The Italian Consulates do not do rush processing, therefore it is advised that if you are planning to travel, you do so after the program.

To find more information about the Italian Consulate in your jurisdiction please check the Italian Consulate web page: [http://www.esteri.it/visti/index\\_eng.asp](http://www.esteri.it/visti/index_eng.asp)

Students residing within the LOS ANGELES (AZ, Southern CA, NM, NV) Italian Consulate's jurisdiction:  
[http://www.conslosangeles.esteri.it/Consolato\\_LosAngeles/Menu/I\\_Servizi/Per\\_chi\\_si\\_reca\\_in\\_italia/](http://www.conslosangeles.esteri.it/Consolato_LosAngeles/Menu/I_Servizi/Per_chi_si_reca_in_italia/)

**CHECKLIST:**

- You must submit all documentation in **ORIGINAL PLUS 1 SET OF COPIES.**
- Original Passport** with a validity that exceeds intended stay by at least 3 months (90 days). The passport must have a full blank page on which the visa can be affixed.
- One recent passport photo** glued to your visa application where specified.
- Photocopy of Passport** (photo & signature page only). Please ensure that you have signed your passport.
- Photocopy of Drivers License, State ID or University ID** (whichever provides proof of residency in the Consulate's jurisdiction). Please ensure that it is a clear copy.
- Visa Application** to be **SIGNED** in the presence a **Consular Officer** at the **Los Angeles Consulate** or one of the **Vice Consular Offices** in **Phoenix, AZ, Las Vegas, NV, or Albuquerque, NM.** Please go to: [http://www.conslosangeles.esteri.it/Consolato\\_LosAngeles/Menu/II\\_Consolato/La\\_rete\\_consolare/](http://www.conslosangeles.esteri.it/Consolato_LosAngeles/Menu/II_Consolato/La_rete_consolare/) for information for the Vice Consular Offices. You will need to schedule an appointment with the Honorary Vice Consul at the Vice Consular Office.
- Affidavit of Financial Support** (only if someone other than the student will be financially responsible for the student). In signing the affidavit of financial support, the parent or guardian must provide proof of adequate financial means. This signature must be **NOTARIZED.**
- Recent Bank Letter** NOT A BANK STATEMENT-NO PHOTO COPIES (checking or savings) Letter must show the balance of the account(s) showing monetary stability (A minimum of \$ 800.00 per each month of stay in Italy is required.) The letter needs to be on bank letterhead with a bank official's signature, indicating the **account number and the balance.** This letter has to have a recent date. This should be for *either*: the person signing the affidavit of support, or the student, if self-sufficient. **Financial aid** students may instead attach an original official letter from the institution that has granted the aid, indicating the amount allocated in their name.
- Letter of Acceptance, written in Italian, Letter of Enrollment, and Course Schedule.**
- HTH Worldwide Insurance Services Letter, written in Italian.**
- Apicius Students: Labor Document** (Dichiarazione di Responsabilita)
- Non-US students must have a valid I-20 and exchange visitors a valid DS2019 or US Alien Registration Card.** Please include a photocopy of your F-1/ J-1 visa and your I-20/ DS2019 or US Alien Registration Card. A fee is requested from applicants that are non-U. S. citizens. The fee varies according to the duration of stay and the number of entries. The fee will be paid in the exact amount, in cash or money order.
- Letter from the home University/College/School.** Original & photocopy of the letter should be on the university's letterhead with a raised university seal addressed to Italian Consulate General, Los Angeles, confirming the applicant's enrollment status. The applicant should be fully enrolled in the current academic year or already enrolled for the following semester. Information such as anticipated graduation date, major, etc. should be expressed.
- Flight Itinerary** for a round trip ticket plus 1 photocopy for **Non US Citizens.**
- Pre-paid and self-addressed Express Mail Envelope** (USPS or FedEx, no other carrier will be accepted by the LA Consulate). Signature required. Your passport and visa will be returned to you in this envelope. Be sure you will be living at the address provided, or that someone will be there to forward your passport to you quickly.
- You must apply in person BY APPOINTMENT ONLY**  
To make an appointment go to <http://www.cgla.info/> and click on **Schengen Visas**.  
**Please go to their web site for current days and times:**  
[http://www.conslosangeles.esteri.it/Consolato\\_LosAngeles/Menu/I\\_Servizi/Per\\_chi\\_si\\_reca\\_in\\_italia/](http://www.conslosangeles.esteri.it/Consolato_LosAngeles/Menu/I_Servizi/Per_chi_si_reca_in_italia/)  
**Do not apply less than 30 days before departure!**

Study Abroad Italy will mail you **SAI's Letter of Enrollment, a Letter of Acceptance from the Italian Institution, Course Schedule and HTH Insurance Letter** to complete your student visa application. Apicius students will also be sent their Dichiarazione di Responsabilita

## Study Abroad Italy

### INSTRUCTIONS ON COMPLETING THE APPLICATION FOR THE SCHENGEN VISA

1. Surname (family name) **Your Last Name**
2. Surname(s) at birth: **Maiden Name if applicable or leave blank**
3. First names (given name): **First and Middle Name**
4. Date of birth (**year-month-date**)
5. ID-number (optional): **Leave blank**
6. Place and country of birth: **City, State and Country of birth**
7. Current nationality/ies: **U.S. and/or other nationality**
8. Original nationality (nationality at birth): **U.S. or other nationality**
9. Sex: Circle either **male** or **female**
10. Marital status: Circle **your** marital status
11. Father's name: **Your Father's name.**
12. Mother's name: **Your mother's MAIDEN name (her full name given at birth)**
13. Type of passport: Circle **National** passport, unless you have one of the other special types of passport
14. Passport Number: **Write your passport number**
15. Issued by: **Listed under Authority** (list the place where your passport was issued, which is stated under Authority, on your passport)
16. Date of issue: List **day-month-year** passport was **issued**
17. Valid until: List **day-month-year** passport is **valid until**
18. If you reside in a country other than your country of origin, have you permission to return to that country? **Write N/A**, unless this question pertains to you
19. Current occupation: **Student** If you are not currently enrolled in school list your occupation
20. Employer and employers address and telephone number. For students, name and address of school: **List US school you are currently enrolled in and the address, or your employer and employer's address & telephone number**
21. Main destination: **(City), Italy** (Location of program)
22. Type of Visa: Circle **Long stay** (for Semester and Year Programs), Circle **Short stay** (for Summer Programs)

23. Visa: Circle **Individual**

24. Number of entries requested: Circle **Multiple Entries**

25. Duration of stay: **List the number of days** Count **ONLY** the number of days of the program from the first day of class until the last day of final exams. (For 2 semesters count the first day of the first term until the last day of final exams of the second term)

26. Other visas (issued during the past three years) and their period of validity:  
**List other visas obtained otherwise, answer No**

27. In case of transit, have you an entry permit for the final country of destination: Your final destination is Italy, so this does not pertain to you. **Write N/A**

28. Previous stays in this or other Schengen states: **List any previous stays in the Schengen area – (list the country and date)**. The Schengen area includes: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxemburg, The Netherlands, Norway, Portugal, Spain, and Sweden. **Otherwise answer No.**

29. Purpose of travel: Circle **Cultural/ Sports** and write **student** on the dotted line.

30. Date of arrival: **Actual date you will arrive in Italy**

31. Date of departure: **Actual date you will depart Italy**

32. Border of first entry in the Schengen area: **1st stop** This is the place your flight first lands, (ex. France, Germany, or any of the Schenger states), before arriving in Italy  
Border of entry in Italy: **List the first city in Italy you arrive in**

33. Means of transport: (into Italy). List **plane** or **train**

34. Name of host or company in the Schengen states and the contact person at host-company. If not applicable, give name of hotel or temporary address in the Schengen states: **List the Name, Address, Telephone, & E-mail of the School you will be attending in Italy:**

**Apicius:** The Culinary Institute, Via Guelfa 85, 50129 Florence, Italy,  
Telephone: 055 2658135 [info@apicius.it](mailto:info@apicius.it)

**Domus Academy:** Via G. Watt 27, 20143 Milan Italy, Telephone: 02 42414001,  
[info@domusacademy.it](mailto:info@domusacademy.it)

**Florence University of the Arts:** via Magliabechi, 1 - 50122 Florence Italy  
Telephone: 055 244664 [info@fua.it](mailto:info@fua.it)

**John Cabot University:** Via Della Lungara 233, 00165 Rome, Italy,  
Telephone: 06 6819121, [jcu@studyabroadrome.com](mailto:jcu@studyabroadrome.com)

**The Mediterranean Center:** Via Roma 124, 91600 Siracusa, Italy,  
Telephone: 09 31449262, [mab@studyabroaditaly.com](mailto:mab@studyabroaditaly.com)

**NABA school of art and design:** Via C. Darwin 20, 20143 Milan Italy,  
Telephone: 02 973721, [info@naba.it](mailto:info@naba.it)

35. Who is paying for your cost of traveling and for your costs of living during your stay? **Circle “myself” OR write in name of supporting person (usually your parent), then write: “see Affidavit of Support and/or Bank Statement/ Letter”**

36. Means of support during your stay: **Circle appropriate answers.**

Travel and/or health insurance Valid until: **Write: “see HTH Worldwide Insurance Services letter”**

37. Spouse’s family name: **If applicable list, otherwise write N/A**

38. Spouse’s family name at birth: **If applicable list, otherwise write N/A**

39. Spouse’s first name: **If applicable list, otherwise write N/A**

40. Spouse’s date of birth: **If applicable list, otherwise write N/A**

41. Spouse’s place of birth: **If applicable list, otherwise write N/A**

42. Children: **If applicable list, otherwise write N/A**

43. Personal data of the EU or EEA citizen you depend on. **Write N/A**  
If you are a EU Citizen please contact our office

45. Applicant’s home address: **Your permanent home address**

46. Telephone number: **Your home phone number**

47. Place and date: **Place and date where you have the visa application NOTARIZED.**

48. Sign your name **in front of the NOTARY PUBLIC**

For those students in the **Chicago, Los Angeles, New York, or San Francisco Italian Consulate’s** jurisdiction, **you must sign your Visa Application in front of a Consular Officer.**

**The Italian Consulate will render applications with white-out, crossed out or written over answers invalid. If you make a mistake while filling it out, please print out a new application.**

# Affidavit of financial support

(Study program in Italy)

Please note:

- The affidavit must be completely and clearly filled out by the person providing financial support.
- The affidavit must be signed and notarized.

I the affiant, \_\_\_\_\_, born in \_\_\_\_\_  
First name Middle name Last name City, State and Country

on \_\_\_\_\_  
Date of birth

## BEING DULY SWORN ON OATH, DEPOSE AND SAY:

1. That the visa applicant \_\_\_\_\_ born in \_\_\_\_\_  
First name Middle Name Last name City, State and Country  
\_\_\_\_\_ on \_\_\_\_\_ is  
Date of birth

\_\_\_ **my son**                      \_\_\_ **my daughter**                      \_\_\_ **my** \_\_\_\_\_

2. That the visa applicant intends to pursue his/her education by attending \_\_\_\_\_  
Name of academic institution  
\_\_\_\_\_ in \_\_\_\_\_, during the period \_\_\_\_\_  
Location of institution in Italy From To  
of the academic year \_\_\_\_\_ .

3. That I, the affiant, have full time employment as a \_\_\_\_\_ and  
Profession  
currently employed at \_\_\_\_\_,  
with sufficient income and assets to provide for the expenses the applicant may incur while studying in Italy.

4. That I, the affiant will pay the applicant's expenses as outlined above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Affiant's signature

OFFICIAL NOTARIZATION AND SEAL